



Hawaii




Entered the Union: 1959
 Population (est. 1994): 1,179,000 Rank: 40/50
 Land Area (square miles): 6,423 Rank: 47/50

State Historical Records Coordinator:
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PROGRAM	FINANCES 
State Archives Established: 1905 State Records Management Initiated: 1957-58 Archives and Records Management Placement Department of Accounting and General Services, Archives Division	Total State Govt Expenditures (1993): \$5,087,791,000 Rank: 35/50 Total Budget, Archives and Records Management (FY 1994): \$821,000 Rank: 29/43 See "Notes" section, below, for program elements included in budget and FTEs. Percent of Total State Expenditures Allocated to Archives and Records: 0.018 % Rank: 26/43 State Archives funding has decreased over last 2 years.

STAFFING					
State Government FTEs (1992):			Number of Archives/Records FTEs per 1000 State FTEs:		
50,657		Rank: 30/50	0.57		Rank: 19/44
Archives & Records FTEs (1994):			Average earnings for all full-time state employees		
Total 29		Rank: 23/43	(Oct. 1992): \$30,648 per year		
Archives 14			Salary ranges for entry level professionals		
Records Mgt 13			Archivist II (archivist) \$27,824		
Other 2			Archivist I (records manager) \$25,728		

ACCESS TO RECORDS IN STATE ARCHIVES		
Reference services provided (FY 1994) Individual daily visits11,451 Mail requests 400 Telephone requests3,949 Reference activity has increased over last 2 years.	Arrangement and description activities (FY 1994) Records arranged and described 428 cu. ft. (34 series)	
Services provided free of charge: Use of reference room Answers to in-state and out-of-state mail requests (first 30 minutes) Commercial use of documents/photos		
	cont.	

Access to Records in State Archives, cont.

Reference services, cont.

Services provided for a fee:

Answers to out-of-state mail requests (over 1/2 hour)
 Photocopies and faxes of documents or finding aids
 Typed certified copies or exemplifications No new fees
 have been initiated in last 2 years.

FACILITIES



State Archives Building

(owned by State Archives)

Constructed: 1955 Renovated: 1987

Total storage capacity: 13,000 cu. ft.

Percent now occupied: 95%

Will be full within 5 years

No construction planned

Existing environmental controls:

100% year-round temperature controls

100% year-round humidity controls

100% fire detection

100% fire suppression

State Records Center

(owned by State Archives)

Constructed: 1976 Renovated: 1990

Total storage capacity: 60,276 cu. ft.

Percent now occupied: 80%

Will be full within 5 years

No construction planned

Existing environmental controls (building and fire code):

0% year-round temperature controls

0% year-round humidity controls

100% fire detection

60% fire suppression

SERVICES TO STATE AND LOCAL GOVERNMENT AGENCIES

Technical assistance provided by (FY 1994):

No. completed 112 (state agencies)
 1 (local govt officials)

No. of agencies served 70 (state agencies)
 5 (local govt officials)

No. of local government units (1992):

3 counties
 16 special districts
 1 municipalities

Services to state agencies

Training and consultation

Micrographics services

Services to local governments:

Training and consultation

MICROGRAPHICS



Microfilming activities by State Archives (FY 1994)

Source document microfilming 554,597 images

State Archives provides centralized micrographics services for state agencies.

State Archives has experienced redox problems.

State Archives stores security microfilm for state agencies.

PRESERVATION POLICIES AND SERVICES



Preservation activities by State Archives (FY 1994)

8 volumes rebound

24 volumes disbound

22 new volumes bound

541 cu. ft. rehoused

State Archives does not have a written preservation plan but does have a written disaster plan.

State Archives does not have a preservation officer or employ a trained, full-time conservator.

Hawaii does not have a statewide preservation plan or a disaster response team.

AUTOMATED APPLICATIONS**State Archives uses the following automated applications:**

Inventory control	Versatile, LotusWorks
Correspondence	Microsoft Word, Word Perfect
Bookkeeping	Lotus 123
Publications	Pagemaker

Electronic Mail

State Archives cannot communicate via e-mail. NASIRE reports that Hawaii has an electronic mail system that connects some agencies; there is also interest in the Internet.

ELECTRONIC RECORDS

State Archives has no program for electronic records.

RECORDS-RELATED LEGISLATION, REGULATIONS, AND GUIDELINES**Definition of a record**

1988 statute
Includes electronic records.

Public's right to access to government records
provided in statute.

Restrictions to specific classes of records
provided, expire after 80 years for records in State Archives.

Permanent paper standards
None

Optical imaging standards
None

Admissibility of microfilm

1945 statute

Admissibility of optical images

None

Admissibility of electronic records

None

Theft/defacement of a public record

None

Replevin

None

INFORMATION POLICY AND INFORMATION INFRASTRUCTURE INITIATIVES**Information Resources Management**

No activity reported.

Information Policy Coordination

No activity reported.

Government Information Locator Service

1992 statute

Electronic Access to Government Information and Services

NASIRE reports that the Department of Labor has a kiosk system; Hawaii, Inc., may be a vehicle for future access to electronic information.

NGA reports that Hawaii has developed an online information network to increase access to information from the public and private sectors.

State of Hawaii
http://hinc.hinc.hawaii.gov/soh_home.html

Hawaii, Inc.
http://hinc.hinc.hawaii.gov/hinc/hawaii_inc.html

FOR FURTHER INFORMATION**State Archives and Records Management**

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Notes

Program elements included in Archives and Records Management budget and FTE figures:

In addition to core elements found in most state archives programs (records scheduling, appraisal, accessioning, processing, archival description and reference, and training), the Hawaii budget and personnel figures also cover

- centralized micrographics, • preservation microfilming,
- records center • library
- translation of Hawaiian documents.

Abbreviations/Acronyms

COM	Computer output microfilm
COSHR	Council of State Historical Records Coordinators
FTEs	Full time equivalent staff positions
SHRAB	State Historical Records Advisory Board
N/A	Not available
NAGARA	National Association of Government Archives and Records Administrators
NASIRE	National Association of State Information Resources Executives
NGA	National Governor's Association
NHPRC	National Historical Publications and Records Commission
RLIN	Research Libraries Information Network
SHRAB	State Historical Records Advisory Board

Sources

Unless otherwise specified below, all information in this profile was provided by the State Archives and/or Records Management offices in the state. Most 1994 data was collected on the Joint Survey administered by the National Association of Government Archives and Records Administrators (NAGARA) and the Council of State Historical Records Coordinators (COSHR). Additional information was collected from state-issued newsletters and publicity materials, the NAGARA newsletter, *Clearinghouse*, and interviews with state personnel.

Contact for the COSHR report:

Jolyn G. Tamura, Hawaii State Archives, Iolani Palace Grounds, Honolulu, HI 96813. Telephone: 808-586-0310.

Estimated State Population (July 1, 1994):

Estimates were published in the Census Bureau newsletter, *Census and You* (January 1995): 3. The numbers include Armed Forces personnel residing in each state.

State Government Finances, Employment, and Earnings Data:

U.S. Bureau of the Census, State Finances: 1993, Public Employment: 1992.

Number of local government units: U.S. Bureau of the Census, 1992 Census of Governments, *Government Organization*.

E-mail and Information Policy and National Information Infrastructure

NASIRE, "Development of the National Information Infrastructure: Issues of State and Local Governments," Issue Focus Report (April 1994):9, 15; NGA, "Technology Inventory," *Government Technology* (May 1995): 36-40, National Assn of State Directors of Administration and General Services, "Survey of Technologies Accessible to State Agencies," *Government Technology* (May 1995): 52, "Internet Connections to State Government," *Government Technology* (May 1995):62.